

Job Title: RICO Accountant (Management Specialist)

Reference: 15782

Department: County Attorney, Administrative Services

Location Address: 301 W. Jefferson St., Phoenix, AZ 85003

Salary: \$16.18 - \$43.45 Per Hour

Application Deadline: 09/29/2006

Position Qualifications

Bachelor's degree from an accredited college/university in Business, Accounting, or related field and three (3) years of accounting experience is required. Preference may be given for applicants with accounting experience in a government, law enforcement, or criminal justice environment. Must have working knowledge of financial/accounting operations such as: depositing monies, warrant preparation, account reconciliation, interest apportionment, financial/grant report preparation. Working knowledge of Microsoft Office software is required.

Essential Job Tasks

Administer RICO funds including verifying and logging deposits, reviewing and preparing checks for distribution using Maricopa County Advantage and MIP Fund Accounting software. Reconciling accounts, preparing journal vouchers, allocating interest, tracking and verifying transactions for approximately 26 Agencies using Maricopa County Advantage and MIP Fund Accounting software. Maintain the databases associated with approximately 26 Agencies, including creating and running various reports using MIP Fund Accounting software. Coordinate with RICO Investigator to ensure sufficient audit trail for forfeiture transactions using Microsoft Excel software. Maintain the databases associated with RICO accounts. Other Special Projects as assigned including backing up the MCAO Grant Administrator.

Selection Procedure

The Maricopa County Human Resources Department reserves the right to admit to the exam process only those candidates considered to be the most highly qualified. Those selected will be scored based on evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a pool provided by Human Resources.

Filing Process

Your completed online application must be submitted prior to midnight on the identified recruitment closing date, if any. Applications are only available through the Maricopa County eRecruit system, <http://www.maricopa.gov>. You must have a valid e-mail address to submit your application or check the status of your application online.

If you need assistance completing your application or assistance accessing Maricopa County eRecruit, please visit the Human Resources Department, located in Suite 200 of

the County Administration Building, 301 W. Jefferson St., Phoenix, Arizona, 85003-2145. Computer kiosks are available for completing and submitting applications using eRecruit during normal business hours, Monday through Friday, 8:00am - 5:00pm, excluding weekends and observed holidays.

Note to Employees

Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.

What Happens To Application

Once submitted, your application will be reviewed by a recruitment analyst. To review the status of your applications or recruitment actions, please return to the eRecruit system and log in with your e-mail address and password. You may then click the link for "View Application Status."

Equal Employment Opportunity

It is the policy of Maricopa County not to discriminate in employment or the provision of services. Maricopa County is an Equal Opportunity Employer.

The Maricopa County Human Resources Department provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Auxiliary aids and services are available upon request to individuals with disabilities. Please contact the Employment Services Division at 506-3895 or 506-1908 (TT) if you believe you may require such assistance.